

**GMG COMMUNITY SCHOOL
306 PARK STREET, GARWIN, IOWA 50632
MASTER CONTRACT 2007-2008**

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The Board of Directors of the GMG Community School District, No. 86-2682, in the County of Tama, State of Iowa, hereinafter referred to as "Board", and the GMG Education Association, hereinafter referred to as "Association", do hereby agree as follows:

ARTICLE 1 - RECOGNITION

The Board recognizes the Association as exclusive and sole negotiating agent for the following contracted certified personnel, herein referred to as "teachers":

- A. Full-time and regular part-time classroom teachers.
- B. Guidance Counselors
- C. Librarians
- D. Special Education Teachers
- E. Title I Teachers

Association recognizes Board as the duly elected representative of the people and agrees to negotiate only with the Board through the negotiating agent or agents officially designated by the Board to act in its behalf.

ARTICLE 2 - MEETINGS

Requests for negotiation meetings can be made by the Association or the Board any time after September 1.

ARTICLE 3 - INFORMATION REQUESTS

The Board will provide the Association, upon request, relevant information to enable it to understand and intelligently discuss proper subjects raised in bargains, including information for the purpose of negotiations for future contracts or the administration of an existing contract.

ARTICLE 4 - GRIEVANCE PROCEDURE

A. DEFINITIONS

- 1. A Grievance is a complaint that has been an alleged violation, misinterpretation, or misapplication of a specific provision of this Agreement.
- 2. A "grievant" shall mean a teacher or group of teachers (when the issue of the group is similar), or the Association if the aggrieved teacher or teachers provide written authorization to the superintendent.

B. PURPOSES

- 1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the working conditions of teachers as described and set forth in the agreement and is not inconsistent with the terms of this agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 2. Nothing herein contained will be interpreted as limiting the rights of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this agreement. At the option of the teacher, the Association will be given the opportunity to be present at all formal steps to act in behalf of the teacher. Where the teacher does not request the Association to be present, the Association will be given a copy of the grievance and will be notified as to the decision made on the grievance at each step.

C. PROCEDURES

- 1. Grievances shall be processed strictly in accordance with these procedures. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level

should be considered a maximum, and every effort should be made to expedite the process. However, the time limits may be extended by mutual agreement.

2. All procedures for the processing of any grievance by the grieving teacher shall be conducted so as to result in minimal interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher of the teaching staff.
3. It is understood that any informal adjustment of a complaint shall not establish a precedent in any comparable situation.
4. Upon failure of the appropriate administrator to act within the stated time period, the grievant may appeal to the next level.
5. Forms for filing grievances will be prepared jointly by the Board and the Association.

LEVEL ONE - A teacher with a grievance will first discuss it with his or her principal with the objective of resolving the matter informally. If the grievance can not be resolved informally, the grievant shall inform the principal that he or she intends to file a written grievance with the superintendent. This notification must be given not less than two (2) working days before the written grievance is given to the superintendent.

LEVEL TWO - If the grievance can not be resolved informally with the principal, the grievant shall file the grievance in writing with the superintendent. The written grievance shall state the motive of the grievance, shall note the specific clause or clauses of the contract involved, and shall state the remedy requested. The filing of the formal, written grievance at the second level must be written ten (10) school days from the date of the occurrence of the event giving rise to the grievance or written ten (10) school days after the grievance becomes known to the grievant. Within ten (10) school days after such written grievance is filed, the grievant and the superintendent shall meet to resolve the grievance. The superintendent shall file the written decision within ten (10) school days of the grievance meeting to the grievant and the principal.

LEVEL THREE - If the grievance is not resolved satisfactorily at Level Two, the grievant may submit a written report for arbitration to the superintendent within ten (10) school days from the receipt of the decision of the superintendent. The arbitration proceeding shall be conducted by an outside person selected by two (2) parties after arbitration is requested. The American Arbitration Association will be requested to provide a list of five (5) candidates. Each of the two (2) parties will alternately strike one (1) name at a time from the panel until only one (1) name remains, the right to strike the first name being determined by drawing lots. The remaining name shall be the arbitrator who shall render an opinion, which shall be binding on both parties.

The opinion written by the arbitrator shall not amend, modify, nullify, ignore, or be added to the provisions of the agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to the arbitrator in writing by the school district and the teacher and the arbitrator's decision must be based solely and only upon the arbitrator's interpretation of the meaning or application of the language or the agreement.

No new evidence shall be submitted at the arbitration hearing by one (1) party without first giving it to the other party two (2) days prior to the hearing.

The expense for the arbitrator's services shall be borne equally by the teacher and the Board except that witnesses, consultants, and attorneys shall be paid for by the party calling them. (See attachments 1-4).

ARTICLE 5 - IMPASSE PROCEDURES

The Board and Association agree to adopt impasse procedures outlined in Chapter 20, of the Code of Iowa.

ARTICLE 6 - WAGES AND SALARIES

The salary schedule as it affects employees covered by this Master Contract Agreement is set forth in the salary attachment.

Computing salaries for teachers in this category will be as follows:

1. Salary at lane cap (Step 18 on BA and Step 20 on BA+12), plus old lane extended lane amount (\$340.00 for BA and \$350.00 for BA+12) times years over lane cap, times FTE.
2. Phase I and II money is included in the salary schedule.
3. Phase III salaries that are paid hourly, will be at a rate of \$20.00 per hour.

ARTICLE 7 - EDUCATIONAL ADVANCEMENT

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another he/she shall file suitable evidence of additional educational credit with the superintendent by September 5th, with pay adjustments made starting with the September pay.

The educational credit must follow the guidelines for educational license renewal, which is as follows:

- a. A semester hour of credit completed which leads toward the completion of a planned master's, specialist's, or doctor's degree program.
- b. A semester hour of credit completed which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
- c. A semester hour of credit completed which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.
- d. Lanes on the salary schedule will be BA/BS, BA+12, BA+24, MA/BA+36, and MA+15. For a teacher to advance to the BA+36 lane, at least twelve of the hours past the BA+24 must be graduate level classes.

ARTICLE 8 - SUPPLEMENTARY PAY

Employees covered by this Master Contract shall be compensated in accordance with the attachment for co-curricular assignments made and approved by the Board of Education.

ARTICLE 9 - EXTRA DUTIES

Any assignment for extra duties, including but not limited to, additional class assignments, extra-curricular activities, etc., during the regular school year shall be assigned by the superintendent, with the consent of the employee. However, if no other suitable employee can be found, the superintendent shall make assignments as he/she deems necessary.

ARTICLE 10 - PHYSICAL EXAM

The Board shall pay up to fifty dollars (\$50.00) toward any physical examination charge that is not covered by insurance, when the physical is required by law or the regulations of the Department of Education.

ARTICLE 11 - OUTSIDE EXPERIENCE

Full credit on the salary schedule, up to five (5) years, shall be granted to a new teacher employed by the district, provided the five (5) years teaching experience has been as a full-time certified teacher,

and such outside experience must have been within the last five (5) years. The Board shall have the discretion to give additional credit for teacher experience beyond five (5) years.

ARTICLE 12 - SICK LEAVE

Sick leave provisions of this contract shall apply to all certified employees who work a portion of each day of the one hundred ninety-two (192) day, school year. All absences without loss of pay shall be deducted from cumulative sick leave accounts. All absences will be computed per the employee's average work day and on standard pay scales.

Commencing with the first year of employment, the employee shall be entitled to the following sick leave days:

1st year-11 days	2nd year-12 days	3rd year-13 days
4th year-14 days	5th year and all succeeding years-15 days	

Unused portions shall accumulate to a total of 120 days; but shall only accumulate in consecutive years of employment in the same school district.

In the event of personal illness or injury, the employee will continue to receive pay at his regular rate until his sick leave is exhausted.

For leave of immediate family member's illness, the employee may use up to six days of personal sick leave.

The school board shall, in each instance, require reasonable evidence confirming the necessity for such leave of absence. The Board reserves the right to require a second opinion on the length of leave, when the leave exceeds six weeks. The expense of the second opinion will be paid by the Board. The doctor will be selected by mutual agreement of the teacher and superintendent.

ARTICLE 13 - PROFESSIONAL LEAVE

Professional leave may be granted to an employee without loss of pay at the sole discretion of the superintendent. This provision is intended to encourage reasonable attendance at educational meetings or conferences during the year for the purpose of developing curriculums, courses of study, and attendance at or appearing on professional programs, and so forth. The cost of any substitute where needed may be paid by the school district at the sole discretion of the superintendent.

ARTICLE 14 - FAMILY EMERGENCY LEAVE

In the event of an emergency involving hospitalization of an employee's spouse, child, parent, sister, or brother; an emergency leave of up to six school days will first be allowed each employee each school year.

Emergency leaves may also be granted for non-medical emergencies involving the employee including, but not limited to house fire, severe storm damage, car accident, etc. Emergency leaves for this purpose shall be granted only if the employee has used all personal leave days. If the employee's personal leave days have been used, this leave will be granted without loss of pay and shall not be charged against any other employee leave.

More days of emergency leave may be granted at the discretion of the superintendent or principal, and shall be charged against the employee's accumulated days of sick leave. Emergency leaves of absence shall not be accumulated from year to year.

ARTICLE 15 - BEREAVEMENT LEAVE

In the event of a death in an employee's immediate family, at the employee's request, the employee shall be granted permission to be absent from duty for up to five days as may be determined to be necessary for attendance at the funeral, and for any other purpose directly arising out of the death. For the purpose of the foregoing, an employee's "immediate" family is defined as his/her spouse, child, parent, mother-in-law, father-in-law, brother, or sister.

In the event of the death of the employee's brother-in-law, sister-in-law, daughter-in-law, son-in-law, fiancé, grandparents, or grandchildren of the employee and his/her spouse, and at the employee's

request, the employee shall be granted permission to be absent for up to two days to permit the employee to attend the relative's funeral.

In the event of the death of an uncle, aunt, niece, nephew, or first cousin of the employee and his/her spouse, and at the employee's request, the employee shall be granted permission to be absent from duty for one day in order to attend the relative's funeral.

An employee may be granted leave from duty at the discretion of the superintendent, to permit the employee to attend the funeral of a close friend.

No deduction of pay shall be made for absences due to bereavement leave granted under this section. Extra days of bereavement leave may be granted at the discretion of the superintendent, and these extra days shall be non-grievable.

ARTICLE 16 - PERSONAL LEAVE

Employees may receive two (2) days personal leave per year, accumulative to five (5) days. Employees who have accumulated 120 sick days at the beginning of the year and use no more than three (3) sick days that year may exchange their 12 unused sick leave days for one (1) additional personal day. Notice shall be given two (2) days in advance of each day of leave, if possible. All days of personal leave shall be at the sole discretion of the employee.

Personal leave shall not be taken within ten (10) days after the beginning of the school year; the day before or after a holiday or vacation; or within fifteen (15) days of the end of the school year; except upon application and approval by the superintendent.

Any teacher not using his/her employee's personal leave days will be reimbursed the cost of substitute for each of the two days not used. Said amount will be prorated at the percentage of the employee's FTE. Employees will be reimbursed at the end of the school year. (June)

ARTICLE 17 - ASSOCIATION LEAVE

At the beginning of each school year the Board will credit the Association a total of two days for the purpose of attending conferences, conventions, or other activities of the local, state, and national affiliated organization, by its officers and/or representatives. The Association shall provide at least one week advance notice to the principal or superintendent. These days will not be cumulative. The Association, and not the district, shall be responsible for the cost of this leave.

ARTICLE 18 - JURY DUTY

Employees required to serve on jury duty shall be released from their assignment to so serve. Employees required by law to testify in criminal or civil court shall be released from assignment to so testify when the appearance so required is related to the performance of the employee's contract duties or is a non-job related appearance in which the employee is not a plaintiff or defendant.

Any fees or remuneration the employee receives during such leave shall be turned over to the Board.

ARTICLE 19 - ASSIGNMENTS

The assignment of an employee to a different job classification, grade level, subject area, or building shall be considered a transfer.

Upon knowledge of vacancies, the Superintendent shall deliver to the Association and post in a designated area in each attendance center a list of vacancies which occur during the school year and for the following school year. Such notice shall be posted for at least five (5) school days to allow an employee who has not previously filed a written statement of desire for transfer to request for transfer to said vacancy. After June 1st, written notice will be sent to each staff member requesting notice of such openings.

An employee who desires a change in grade and/or subject assignment or who desires to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be transferred, in order of

preference. Such requests for transfers and reassignments for the following year shall be submitted not later than May 1, for the following school year or December 1, for the second (2nd) semester.

Each employee shall be given written notice of his salary schedule placement, class and/or subject assignments, room assignments, coaching and class sponsor responsibilities for the forthcoming year, not later than June 1st.

In an emergency situation, the Board may modify assignments as it deems necessary, after it has made a concerted effort to rectify the situation without changing assignments.

ARTICLE 20 - PREPARATION TIME

All full-time certified teaching employees shall have an average of forty (40) minutes per day preparation during the school day, unless mutually agreed by the teacher and superintendent, and approved by the Board, not to have the preparation time. Forty (40) minutes averages will be computed on a one-half school year basis.

ARTICLE 21 - PROFESSIONAL GROWTH

Teachers shall be required to meet the standards of professional growth required by the law of the State of Iowa and the rules of the Department of Education.

ARTICLE 22 - DUES DEDUCTION

- Section 1 Any employee who is a member of the Association may sign and deliver to the superintendent the assignment authorizing payroll deductions of professional dues to the local Education Association, ISEA, and NEA. No initiation fees, fines or assessments shall be included in the payroll deduction. The form of the assignment shall be set forth on the Schedule One and said assignment must be filed with the superintendent on or before September 5th.
- Section 2 Pursuant to a deduction authorization, the Board shall deduct one/ninth (1/9) of the total dues from the regular salary check of the employees each month for nine (9) months. (September through May)
- Section 3 The authorization for such deduction must be filed each year before the date specified in Section 1.
- Section 4 Any member may terminate the dues check off at any time by giving thirty (30) days written notice to the Board.
- Section 5 Within ten (10) school days following each regular monthly period, the Board shall transmit to the Association the net monthly deduction for the professional dues and a listing of the employees for whom the deduction is made after service charge is made. Thereafter the Board shall be held free and harmless on any obligation other than the collection and transmission of the dues as herein specified.

ARTICLE 23 - EMPLOYEE CLASSROOM EVALUATION

At the beginning of each school year teachers will receive a copy of the formal evaluation procedures and instrument.

The substance of an evaluation shall be subject to the grievance procedure at the time the employee receives notice that the evaluation will be used by the district in adverse action against the employee, such as suspension or termination. The arbitrator shall determine whether the evaluation failed to follow the proper evaluation procedures or that the evaluator's evaluation was arbitrary or capricious.

ARTICLE 24 - STAFF REDUCTION

When the Board determines to reduce the number of employees, all employees under this Agreement shall be covered by this staff reduction procedure.

- A. Notification. The administration will provide the Association with advance notice of the contemplated reduction of staff so that the Association will be given an opportunity for input prior

to any final decision(s) by the Board. If the Board intends a staff reduction, it shall notify in writing the employee or employees to be affected by the reduction no later than April 15th. The notice shall contain the reason for termination.

B. Order of Priority. The staff will be reduced in the following order of priority.

- 1) Employees working on special projects when the special funds are exhausted or will not be available for forthcoming year.
- 2) Attrition.
- 3) Non-certified teachers.
- 4) Teachers within the affected reduction category with temporary or emergency certification.
- 5) Employees who, within the Board's discretion, are assigned to a teaching function, which is not required by the minimum standard of the Department of Education.
- 6) If an individual is teaching in a subject, that person will be considered in that reduction category. Fully certified teacher in the affected reduction category with the least seniority who is qualified to do the available work will be reduced first. If a choice must be made between two or more teachers with equal seniority, the staff will be reduced in the following order or priority.
 - a. Where the full-time continuous length of service with the school district is equal between two or more employees, the teacher with the least number of credit hours or college or university training beyond the bachelor's degree level shall be terminated.
 - b. If the teachers' credit hours in (1) are equal, the teacher who signed his/her individual contract last shall be terminated.
 - c. By lot (social security number, last four digits, lower number = lower preference)
- 7) The least senior individual in the reduction category may displace the least senior individual within another reduction category, if they have the necessary teacher certification for all teaching assignments and have taught in that category. However, no individual possessing a minor in their academic training may displace a second individual possessing a major in their academic training, except in the event the least senior individual possessing the minor in their academic training is in the reduction category due to a transfer.

Notwithstanding the forgoing paragraph, the following provision shall apply to part-time employees shared with other districts or employees teaching in vocational clusters:

- a. Staff FTE will be determined by adding together the FTE a teacher teaches at GMG and at any district in which GMG has entered any form of sharing agreement.
 - b. No individual may displace a second individual if they become part-time due to reduction caused by the other school district in which they are shared.
 - c. An individual may displace a person teaching in one of the identified vocational clusters to meet state requirements if the administration verifies the person wishing to displace is "qualified" to teach the identified clusters. "Qualified", for this number only, is defined as "having the knowledge, skills, abilities, and certification to teach those clusters." This will be determined solely by the Administration.
- 8) The staff reduction procedures set forth in this section shall be used and applied in the following reduction categories:
- a. Elementary classroom teachers, grades K-6.
 - b. Junior high school teachers and Secondary school teachers, grades 7-12, within each subject category.

C. The parties recognized the employer's right to reassign employees to different buildings, grades or subject areas as deemed necessary by the employer.

D. Seniority. For purposes of this Article, seniority will be based upon continuous years of service computed from the first day of employment and will accrue during all paid leaves of absences.

Seniority will be determined by multiplying the employee's full time equivalent (FTE) times the years of services. (If FTE changes, each FTE and years of service will have to be computed separate and then totaled.)

On or before December 1st of each school year, the superintendent will provide the Association and teachers with a list showing the seniority of each employee and their areas of respective certification. Employees shall have ten (10) school business days to raise objections to the seniority ranking and certification. If no objections are received by the superintendent within the specified period, neither the Association nor the employer may challenge the accuracy of the list provided.

- E. Recall. An employee will be recalled to any available position in the category from which he/she was laid off. In the event there is a vacancy in a different category, a reduced employee, who is certified, possesses at least a major in their academic training in that category, will be recalled. The reduced employee with the most seniority will be recalled first. However, if the reduced employee previously taught in the different category, he/she will be recalled notwithstanding whether the individual possesses a minor or major in their academic area.
- An employee who is laid off will remain on the recall list for two (2) years after the effective date of the lay-off. Any employee recalled to an available position shall notify the Board in writing of his/her acceptance of the position no later than ten (10) calendar days after receipt of a certified mail letter from the Board notifying him/her of his/her recall. Failure of the employee to notify the Board of his/her acceptance of the recall shall be deemed to be rejection of the recall and the employee shall have no further recall rights. All benefits to which the employee was entitled at the time of his/her lay off, including seniority and accumulated leave, will be restored to the employee upon his/her return to active employment. The employee will be placed on the proper step of the salary schedule for the employee's current position according to his/her experiences and education.

ARTICLE 25 - TEACHER RELEASE

- A. Prior to June 15th, a teacher may be released from his/her contract if a suitable replacement can be found, and the teacher pays for actual expenses incurred in the search for a suitable replacement, up to a maximum of \$250.
- B. If a suitable replacement can be found after June 15th, a teacher will pay \$250 to be released from his/her contract.
- C. If a suitable replacement can be found after July 1st, a teacher will pay \$250 plus actual expenses not to exceed \$500 to be released from his/her contract.
- D. After August 1st, no teacher will be released unless due to extenuating circumstances. If released the teacher will pay actual expenses incurred in finding a suitable replacement, not to exceed \$500.
- E. Actual expenses are limited to newspaper advertisements, phone calls, mileage for interviews or for observation of teacher applicants, and postage.

ARTICLE 26 - INSURANCE

The School Board will provide medical insurance for all full-time employees working thirty (30) hours a week or more. Any staff member employed after July 1, 1993, will follow this contract change. Any staff member employed before July 1, 1993, must work twenty (20) hours a week or more to be covered.

Coverage will begin on the first month coinciding with the date of employment and terminate at the end of the month in which employment ceases.

The school Board will choose the insurance carrier providing insurance equivalent to the previous year's coverage. Each employee will pay \$1.00 per year for employee coverage. If the employee desires insurance for his/her dependents, deductions will be withheld from their pay check.

As long as 75% of the eligible staff requests employee coverage and in lieu of the insurance, an employee can elect to:

1. Receive a tax-sheltered annuity in the employee's name, equal to 100% of the single medical insurance cost for the district.
2. Participation in the tax-sheltered annuity will be assigned by seniority of those waiting to elect a tax-sheltered annuity. Seniority will be determined by the number of years of consecutive employment with the school district of employment, and the date of signing of the original contract of employment will be the determinate factor.
3. Provide all employees with a dental insurance option.
4. If an employee accepts the Tax Sheltered Annuity option and later wishes to obtain insurance coverage, the employee must first be accepted for coverage by the carrier at the current rate.

ARTICLE 27 - TAX SHELTERED ANNUITIES

The number of Tax Sheltered Annuities (TSA) offered to staff will be limited to a maximum of ten (10) companies. The ten (10) identified companies will be those that have the most staff members enrolled. In case of ties, alphabetical order will be used. Staff members currently enrolled with a company will be allowed to continue with that company, regardless if the company is on the identified list.

The superintendent will provide a list of approved TSA companies no later than October 1st, of each year.

The district's fiscal year runs July 1st to June 30th, therefore TSA agreements will run under the same time frame. Staff members will be allowed to change any part of their TSA withholding a maximum of two (2) times per year.

ARTICLE 28 - EXTRA CURRICULAR DUTIES

All certified staff employees will be assigned extra curricular duties two (2) times per year at extra curricular activities. Such assignment will be done without compensation.

ARTICLE 29 - EXTRA CURRICULAR ACTIVITIES EXPERIENCE

The extra curricular schedule for teachers shall be based on a percentage of the teacher's step on the BA lane.

For non-teaching staff individuals, it shall be a percentage of the individual step on the BA lane. It will be based on the years of experience that is approved by the administration. Experience shall be based on Article 12, outside experience.

ARTICLE 30 – ADDED IN-SERVICE DAYS

Any in-service days added to master contract (192) must be paid per diem for each staff member.

ARTICLE 31 – TUITION REIMBURSEMENT

- A. Application. Persons who wish to pursue professional study in a course or seminar of accredited college or university and who wish such course or seminar work to qualify for the Board's tuition reimbursement plan, must file notification of that enrollment with the Superintendent or his designee. Additionally, for both tuition reimbursement and educational lane change, the following criteria must be met:
 1. The study must contribute directly to improvement of skills for the employee in performance of his specific duties for the District.
 2. The study must have prior approval of the Building Principal and the Superintendent.
 3. The employee must return to active employment with the GMG Schools in the semester immediately following the period in which the study was completed.
- B. Upon receipt of evidence showing the employee's tuition payment and successful completion of the course(s) or class(es), tuition reimbursement of \$350 per college graduate credit hour, to a

maximum of \$1,200 in any one contract year, shall be paid at the next regular GMG Board of Education meeting.

ARTICLE 32 – LENGTH OF CONTRACT DAY

Consider FLEX time on individual employee basis.

ARTICLE 33 - DURATION

Section 1 Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, to the extent that it violates the law, then that article, section, or clause will be deleted. Such deletion shall not affect any other articles, sections or clause of this agreement nor the application of any provision there of.

Section 2 This agreement shall remain in full force and effect for a period of one (1) year for all language and salary articles. The contract will run from July 1, 2007, to June 30, 2008.

IN WITNESS OF, the parties have here unto caused this agreement to be signed by their respective presidents and their respective chief negotiator on this _____ day of _____ 2007.

GMG EDUCATION ASSOCIATION

GMG BOARD OF EDUCATION

President

Date

President

Date

Chief Negotiator

Date

Chief Negotiator

Date

ATTACHMENT 1 - GRIEVANCE FORM A

DECISION OF PRINCIPAL - Level 1

(To be completed by aggrieved person within 10 school days after the conference to render this decision.)

AGGRIEVED
PERSON _____

DATE OF FORMAL
PRESENTATION _____

HOME ADDRESS OF
AGGRIEVED PERSON _____

SCHOOL _____ PRINCIPAL _____

IDENTIFY AND LIST ALL ARTICLES OF THE AGREEMENT THAT ARE ALLEGED TO BE
VIOLATED:

DECISION OF PRINCIPAL AND REASONS THEREFORE:

AGGRIEVED PERSON'S RESPONSE:

_____ I accept the above decision of the principal.

_____ I do not accept the principal's decision and will formally take the grievance to Step Two (2)
(Appeal to Superintendent).

DATE OF RESPONSE

(Signature of Aggrieved)

ATTACHMENT 2 - GRIEVANCE FORM B
DECISION BY SUPERINTENDENT - LEVEL 2

To be completed by the Superintendent; the aggrieved person shall file, within 10 school days after the principal's decision, a copy of grievance with the Superintendent. Within 10 school days after written grievance is filed, the teacher and Superintendent shall meet to resolve the grievance. The Superintendent, within 10 school days after the grievance meeting, shall file a written decision with the teacher and principal.

AGGRIEVED
PERSON _____

DATE OF FORMAL
PRESENTATION _____

DATE APPEAL RECEIVED BY SUPERINTENDENT _____

IDENTIFY AND LIST ALL ARTICLES OF THE AGREEMENT THAT ARE ALLEGED TO BE VIOLATED:

DECISION OF SUPERINTENDENT AND REASONS THEREFORE:

DATE OF DECISION

(Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE:

_____ I accept the above decision of the superintendent.

_____ I do not accept the superintendent's decision and will formally take the grievance to Step Two (2) (Appeal to Arbitrator).

DATE OF RESPONSE

(Signature of Aggrieved)

ATTACHMENT 3 - GRIEVANCE FORM C - LEVEL 3

To be completed by arbitrator; aggrieved person may submit a written report for arbitration to the Superintendent within 10 school days from the Superintendent's decision. The arbitration proceeding will be conducted by an outside person selected by the two parties within 10 school days after arbitration is requested. The arbitrator will be selected according to Article 4, Level 4 of the grievance procedure. The arbitrator's decision will be binding on both parties. Failure of an administrator to act within the stated time limit period allows the aggrieved person to appeal to the next step. Arbitration proceedings shall be conducted within 10 school days after arbitration is requested. The expense of the arbitrator will be borne equally by both parties. All other outside help will be paid by the party calling them.

AGGRIEVED PERSON _____ DATE OF FORMAL GRIEVANCE _____

DATE OF PRINCIPAL'S DECISION _____ DATE OF SUPERINTENDENT'S DECISION _____

DATE OF CALLING ARBITRATOR _____

IDENTIFY AND LIST ALL ARTICLES OF THE AGREEMENT THAT ARE ALLEGED TO BE VIOLATED:

STATEMENT OF GRIEVANCE: (Must be the same as on Form A.)

ACTION REQUESTED: (Must be the same as on Form A.)

DECISION OF ARBITRATOR AND REASON THEREFORE:

DATE OF DECISION

(Signature of Arbitrator)

ATTACHMENT 5 – IN THE EVENT OF ADDITIONAL STATE FUNDING

Additional State Funding for teacher compensation will be distributed to all instructional staff (certified) on the basis of FTE.

ATTACHMENT 6

2007-2008 SALARY SCHEDULE

	B	D	F	H	I	K	M
53	GMG 2007-2008 SALARY SCHEDULE						
54	BASE SALARY		25650				
55	STEP INCREMENTS		600	610	620	630	635
56	LANE INCREMENTS			650	685	720	750
57	EXTENDED LANE		340	350	390	400	400
58	TOP LANE AT REGULAR		18	20	22	24	26
59			BA	BA+12	BA+24	MA/BA+36	MA+15
60		1	25650	26300	26985	27705	28455
61		2	26250	26910	27605	28335	29090
62	04-05 BASE 23650	3	26850	27520	28225	28965	29725
63	05-06 BASE 24200	4	27450	28130	28845	29595	30360
64	06-07 BASE 590 INC, 24750	5	28050	28740	29465	30225	30995
65	07-08 BASE 900 25650	6	28650	29350	30085	30855	31630
66		7	29250	29960	30705	31485	32265
67		8	29850	30570	31325	32115	32900
68		9	30450	31180	31945	32745	33535
69		10	31050	31790	32565	33375	34170
70		11	31650	32400	33185	34005	34805
71		12	32250	33010	33805	34635	35440
72		13	32850	33620	34425	35265	36075
73		14	33450	34230	35045	35895	36710
74		15	34050	34840	35665	36525	37345
75		16	34650	35450	36285	37155	37980
76		17	35250	36060	36905	37785	38615
77		18	35850	36670	37525	38415	39250
78		19	36190	37280	38145	39045	39885
79		20	36530	37890	38765	39675	40520
80		21	36870	38240	39385	40305	41155
81		22	37210	38590	40005	40935	41790
82		23	37550	38940	40395	41565	42425
83		24	37890	39290	40785	42195	43060
84		25	38230	39640	41175	42595	43695
85		26	38570	39990	41565	42995	44330
86		27	38910	40340	41955	43395	44730
87		28	39250	40690	42345	43795	45130
88		29	39590	41040	42735	44195	45530
89		30	39930	41390	43125	44595	45930
90		31	40270	41740	43515	44995	46330
91		32	40610	42090	43905	45395	46730
92		33	40950	42440	44295	45795	47130
93		34	41290	42790	44685	46195	47530
94		35	41630	43140	45075	46595	47930
95		36	41970	43490	45465	46995	48330
96		37	42310	43840	45855	47395	48730
97		38	42650	44190	46245	47795	49130
98		39	42990	44540	46635	48195	49530
99	BA LANE BEYOND STEP 20 FOR EXTRA CURRICULAR ONLY						

ATTACHMENT 7**GMG 2007-2008 EXTRA-CURRICULAR SALARY**

ACTIVITY	BASE %	ACTIVITY	BASE %
HEAD HS VOLLEYBALL	0.1000	HEAD HS BASEBALL	0.1000
HEAD HS BOYS BASKETBALL	0.1000	HEAD HS BOYS TRACK	0.0800
HS BOYS GOLF	0.0388	HS GIRLS GOLF	0.0388
HEAD GIRLS BASKETBALL	0.1000	HEAD HS FOOTBALL	0.1000
HEAD HS WRESTLING	0.1000	HEAD HS GIRLS TRACK	0.0800
7-12 B/G CROSS COUNTRY	0.0750	HEAD HS SOFTBALL	0.1000
HS BB CHEERLEADING	0.0275	HS FB CHEERLEADING	0.0275
ASS'T HS FOOTBALL	0.0700	ASS'T HS VOLLEYBALL	0.0700
ASS'T HS GIRLS BASKETBALL	0.0700	ASS'T JH/HS WRESTLING	0.0700
ASS'T HS BOYS BASKETBALL	0.0700	ASS'T HS SOFTBALL	0.0700
ASS'T HS BASEBALL	0.0700		
HEAD JH GIRLS BASKETBALL	0.0475	HEAD JH BOY BASKETBALL	0.0475
HEAD JH FOOTBALL	0.0475	HEAD JH GIRLS TRACK	0.0425
HEAD JH BOYS TRACK	0.0425	HEAD JH VOLLEYBALL	0.0475
ASS'T JH FOOTBALL	0.0275	ASS'T JH BOYS BB	0.0275
ASS'T JH GIRLS BB	0.0275	JH CHEERLEADING/FB-BB	0.0275
INSTRUMENTAL MUSIC	0.0875	HS VOCAL MUSIC	0.0525
DRAMA	0.0355	DRAMA	0.0355
HS DANCE TEAM	0.0475	LARGE GROUP SPEECH	0.0325
SMALL GROUP SPEECH	0.0325	SOAR	0.0275
JH DANCE TEAM	0.0125	CHESS CLUB SPONSOR	0.0150
HS STUDENT COUNCIL	0.0225	JH STUDENT COUNCIL	0.0100
ANNUAL SPONSOR	0.0450	HS SADD SPONSOR	0.0130
ART CLUB	0.0150	SCIENCE CLUB	0.0150
SPANISH CLUB	0.0150	NATIONAL HONOR SOCIETY	0.0175
FTA SPONSOR	0.0150	JH CLASS SPONSOR	0.0075
9TH GRADE SPONSOR	0.0075	10TH GRADE SPONSOR	0.0075
11TH GRADE SPONSOR	0.0150	12TH GRADE SPONSOR	0.0150
TEN DAY EXTENDED CONTRACT	0.0400	15 DAY EXT. CONTRACT	0.0600
20 DAY EXT. CONTRACT	0.0800	ADULT EDUCATION	0.0250